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TO : Chief, Administrative Services

DATE: 5 September 1951

FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Activities - August 1951

The following report of activities of the Transportation Division during the month of August is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:

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operating cost per mile
? ?

197 local hauls in and around Washington

2. Que Building Motor Pool Operations:

1122 total trips made
48.7 average number of trips per day
13778 total miles operated
599 average miles per day
6 average number of cars in pool per day
12.2 average miles per trip
40.7 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
June	10,401	752	495.2
July	12,422	1097	591.5
August	13,778	1122	599.0

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 26,251 passengers, and average of 1141 per day.

Mileage
cost per
mile

937 D St. run
1400 passengers carried

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3. Following is a report of the activities of the [] Garage:

During the month seven (7) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs	- 49
*Labor	- \$689.00
Parts	- \$522.22

Repair Jobs Performed Outside	- 16
Labor	- \$1138.00
Parts	- \$ 62.78

*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)	
Cars washed	-193
Cars lubricated	- 94
Other service jobs	-102

The total value of labor performed by the mechanics in the garage during the month was \$1827.00, compared with their salaries of \$1021.00, indicating a saving of \$806.00. The value of labor performed by the Mechanic's Helpers was \$824.90, compared with salaries of \$816.64, indicating a saving of \$8.26, an overall saving of \$814.26 for the month.

During the month the Transportation Division hauled 2,565 cases, total weight, 506,016 pounds, to the various ports and air terminals for export shipment.

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4. Fifty-two (52) passenger cars operated 56,911 miles; thirty-three (33) trucks operated 41,473 miles; while six (6) buses operated 12,881 miles, a grand total of 111,265 miles. STATINTL

5. Volume of work and flow of personnel through the [] of the Transportation Division was as follows:

Rail Reservations	[]	Fare Quotations	[]
Airline Reservations		Persons Processed Overseas	
Steamship Reservations		Domestic Travelers	
Hotel Reservations		Transportation Requests	

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